

**FLS Translator Invoice
(PRINT ONLY!!!)**

Foreign Language Specialists Inc.
390 E Sunset Way
Issaquah, WA 98027-3441
Ph. 425-369-3096, Fax: 425-369-3098
E-mail: 4billing@flsincorp.net
www.flsincorp.net

Translator name (first, last):	
Name of your company (if you want us to write your check to that name). Note: If the business is a sole proprietorship, the legal name is the name of the owner.	
TIN (EIN/SSN):	Cell:
UBI:	Home phone:
ATA certif.	Fax:
DSHS certif.	
PayPal address for the payment to translators living outside of the US:	Email:
	Web:
Mailing Address:	

Date doc(s) received by translator	FLS Control #	Document name and the requestor / company name (leave blank if you don't know)	Date translation sent to FLS	Language: From > into	Words or pages count	Rate per word (page, doc.)	Total to pay (must be agreed with FLS prior to job acceptance)
1							
2							
3							
4							
5							
Grand total to pay:							\$

Do not write below this line! For FLS Accountant only:

Pending jobs:

Amount pending: \$

Reason for pending:

Invoice received: _____ 200_

Invoice paid: _____ 200_

Pending jobs paid: _____ 200_

Total paid: \$

This invoice has to be completely filled out and sent to FLS for every translation job you get from FLS within one week of the final translation submission.
The paycheck will be issued to you on the end of the month for all the jobs paid by the requestors and collected by FLS on your behalf.